

Summer Food Service Program Annual Year End Reconciliation Form

SPONSOR					
Institution Name	Agreement Number	Federal ID (EIN)	Program Year	Number of Sites	Version <i>Original or Amended (Circle)</i>

ACTUAL REVENUE	
Prior Year Excess Funds	
MAY Meal Reimbursement	
JUNE Meal Reimbursement	
JULY Meal Reimbursement	
AUGUST Meal Reimbursement	
OTHER PROGRAM INCOME	
TOTAL PROGRAM INCOME	

ADMINISTRATIVE AND OPERATIONAL EXPENSES		
	Budget Amount <i>Column A</i>	Actual Allowable Cost <i>Column B</i>
Procurement Costs		
Contracted Food Costs		
Store Purchases		
<i>Total for Procurement Cost</i>		
Labor Costs		
Site Labor		
Kitchen Labor		
Administrator		
Bookkeeper/Accountant		
Monitors		
Clerical Staff		
Drivers		
<i>Total For Labor Costs</i>		
Supplies		
Expendable Supplies		
Durable Supplies (Non-expendable)		
Expendable		
Durable		
<i>Total for Supplies</i>		
Travel Costs		
Mileage		
Vehicle Rental		
<i>Total for Travel Costs</i>		
Facilities/Utilities		
Kitchen/Serving Area Depreciation		
Utilities of Kitchen/Serving Area		
Office Space(Depreciation Expense)		
Office Space Utilities		
Total for Facilities/Utilities		
Equipment		
Equipment \$5000 or over (Depreciation Expense)		
Equipment Rental/Lease (Non-vehicle)		
<i>Total for Equipment</i>		
Other Costs		

EXCESS PROGRAM INCOME OVER EXPENSES	
Excess funds will be used for next year's summer food service program	
Excess funds will be used for another Child Nutrition Programs Programs	(Name programs)
We will not be returning to the summer food program next year	
<i>I certify that the above is a correct accounting of disbursement of Summer Food Service Program funds.</i>	
<i>All documentation for the above information is on file and available for review.</i>	
Signature	Date